**0183Assignment 1**

**Microsoft Excel Tutorial**

Go to <http://www.usd.edu/trio/tut/excel/index.html>

What is a spreadsheet –

Why on a computer? –

Basics of a spreadsheet

Columns –

Rows –

Cells –

Types of Data

Labels –

Constants –

Formulas –

Basics –

Change in formulas –

Basic Math –

Selecting cells –

Specific Formulas (or FUNCTIONS) Describe what each function does.

SUM –

AVERAGE –

MAX –

MIN –

Function Wizard

Copying Formulas

Fill Down

Fill Right

Formatting

Formatting Text

Formatting Numbers

Column Width

Inserting a Column

Inserting a Row

Charts or Graphing

**When you complete the tutorial, take the quiz and print the results.**